



Town of Garrett Park

Incorporated 1898

To: Members of the Town Council
From: Barbara B. Matthews, Interim Town Manager
Subject: Proposed FY 2023 Budget
Date: April 11, 2022
CC: Mayor Kacky Chantry

On March 14, 2022, the Town Council introduced Ordinance No. 2022-2. The ordinance would adopt the capital, operating, and ARPA budgets for the year beginning July 1, 2022 and ending June 30, 2023. The Town's annual budget determines the manner in which services will be delivered to the community during the coming year, and its adoption is the most important legislative action taken each year.

At the March 14, 2022 meeting, the Mayor and Town Council agreed on certain modifications to the proposed FY 2023 budget, which are described below:

- Increase the estimated Prior Year Carryover (Line 1.0) from \$125,000 to \$140,000;
- Increase the household assessment for refuse service from the initially proposed \$345 to \$395 given the likelihood of fuel surcharge payments in FY 2023, which increased Municipal Collection Revenues (Line 4.0) by \$18,050;
- Increase Trash Collection (Line 14.2) by \$33,000, comprised of \$18,000 for fuel surcharge payments and \$15,000 for a pilot composting program; and,

The aforementioned changes resulted in a minimal adjustment (\$50) to the Transfer – Capital Fund Accounts (Line 20.1.1).

Total FY 2023 revenues are projected to be \$1,649,384; this amount includes an assumed FY 2022 carryover amount of \$140,000. Operating expenses are budgeted at \$1,471,628. The budget proposal anticipates a transfer in the amount of \$177,756 to the Capital Budget.

Provided below is additional information on certain aspects of the budget proposal to facilitate an understanding of the FY 2023 budget proposal.

Property Assessments and Real Property Tax Revenue (Line 2.1.1)

Real property in Maryland is assessed on a triennial basis. In accordance with State law, an increase in new market value is phased in over the next three tax years in equal amounts. Any decrease is fully factored into the first full levy year after the assessment.

All real property in Garrett Park was reassessed during calendar year 2020, with any change in property values taking effect on July 1, 2021. FY 2023 will mark the second year of the three-year phase in period.

According to the Maryland Department of Assessments and Taxation, the Town's assessable real property base (net) for FY 2023 is estimated to be \$277,771,379. This represents a decrease of \$3,544,595, or 1.2% from the prior year. The State's calculation of the net assessable real property base assumes \$11.0 million in abatements due to appeals.

Real property tax revenue is the Town's single largest revenue source. At the current real property tax rate of \$0.2045 per \$100 of assessed valuation, FY 2023 real property tax revenue will total \$586,176.

Local Income Tax Revenue (Line 2.2)

Receipts from the local income tax is the Town's second largest revenue source. This revenue source is the Town's share of income taxes received by the State of Maryland for returns filed from Garrett Park residents. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of County-collected income taxes. Montgomery County's income tax rate is 3.2 percent.

Income tax receipts are challenging to estimate for a variety of reasons. In recent years, Town receipts have ranged from \$467,067 to \$531,968.

Compared to the same time period in the prior fiscal year, FY 2022 year-to-date receipts are down by approximately \$45,000. I have reached out to the State Comptroller's Office, which informed me that Garrett Park is not the only jurisdiction that has experienced a decline in FY 2022 income tax receipts. The Comptroller's Office is investigating further, but can offer no additional information at this time. Given this uncertainty, income tax receipts for FY 2023 are estimated at \$470,000.

County Tax Duplication Payment (Line 3.2)

Tax duplication payments are received from Montgomery County as a partial reimbursement for services the County does not provide but for which the County receives taxes from Garrett Park properties. The basis for calculating the payments has been a longstanding source of contention between the County and the municipalities, and numerous discussions have taken place over the years to resolve the matter.

In March 2022, the County enacted legislation (Expedited Bill 2-22) that more accurately recognizes the taxpayer-supported spending by municipalities in the County. Among other things, the legislation codified the tax duplication formulas for each of the service areas, provided a timeline of when certain reimbursement activities must be accomplished, and provided for a phased-in implementation period beginning in FY 2023.

For FY 2023, the Town is scheduled to receive \$91,049. Full funding will be achieved in FY 2025, at which time Garrett Park is anticipated to receive \$113,811.

Municipal Refuse Collection (Lines 4.0 and 14.2)

In October 2021, the Town entered into a new contract for trash collection, recycling, and yard waste pick up. Because the contract was executed midway through FY 2022, the assessed household cost will not fully cover the cost of service. The annual household cost is sent to the County in May of each year in conjunction with the real and personal property tax rates for billing purposes.

By contract, Montgomery County Sanitation's rates are to remain unchanged for FY 2023. At the March 14, 2022 Town Council Meeting, the Mayor and Town Council discussed Montgomery County Sanitation's request for a temporary fuel surcharge payment due to the recent escalation in diesel fuel prices. The Mayor and Town Council authorized the establishment of a tiering system for payment of the requested fuel surcharge, for an initial time period of six months and not-to-exceed \$1,500 per month.

For budgeting purposes, it is assumed that a monthly fuel surcharge of \$1,500 will be paid to Montgomery County Sanitation for the duration of FY 2023. As noted earlier in this memo, the household assessment was adjusted accordingly to fully cover this anticipated cost. The FY 2023 household assessment will be \$395 compared to \$330 in FY 2022.

At the March 14, 2022 Town Council Meeting, the Mayor and Town Council also agreed to include funding for a pilot composting program. The FY 2023 budget proposal includes \$15,000 for the program.

Staffing and Personnel Costs (Lines 10.1, 10.3, 10.4)

A new full-time position is included in the FY 2023 budget proposal. Currently, the Town Manager fulfills three roles in Garrett Park government – Town Manager, Treasurer, and Town Clerk. Each of these roles has a unique set of tasks associated with it, and the resulting workload is considerable. The Town Manager can do a passable job at each fulfilling each role, but there is not sufficient time to give each the attention it deserves. The addition of the proposed Assistant Town Manager/Town Clerk position would help to alleviate this situation. Further information is available in the attached memo, which was previously provided to the Town Council.

The Contractual Office Assistant line item was reduced in light of the addition of the Assistant Town Manager/Town Clerk position. If the new position is not approved, the budgeted amount for this line item should be increased.

As you know, the Town Manager position is currently vacant. For budgeting purposes, it is assumed that the position will be filled as of July 1, 2022. The Assistant Town Manager is also assumed to be on board as of this date.

A 3% wage adjustment is included for each of the Town's four current full-time staff members. Additionally, a one-time, lump-sum payment of \$1,000 will be made to each of these staff members in FY 2023.

IT Operations (Line 11.7)

This expense category includes the cost for website hosting, network and software licensing, managed back up, and contractual help desk services. Funding is requested in FY 2023 for several new items, including the following:

- Purchase of a new desktop/laptop and configuration of the same (\$3,100);
- A third party security assessment, which is considered a best practice (\$5,000);
- A wiring project to move away from wireless in the Town Office (\$5,000);
- Purchase and installation of a new switch to reduce troubleshooting time for the server (\$2,100); and,
- Journaling of Town email boxes to create an offsite, third party archive to fulfill information retention requirements (\$3,600).

Other Expenses

- Trees, Parks & Grounds (Line 13.5) – This line item includes tree pruning, unscheduled tree removals, and other expenses related to the maintenance of Town property. Town trees are

aging, and it is anticipated that more work will be required. Additionally, the cost of tree services has increased. For these reasons, FY 2023 funding is increased by \$10,000.

- Road Maintenance & Cleaning (Line 14.1) – This line item provides for the cost of contractual leaf pick and street sweeping, as well as Town streetlights. FY 2023 funding is increased by \$10,000 to allow for expanded leaf pick and street sweeping services.



Town of Garrett Park

Incorporated 1898

To: Members of the Town Council
From: Barbara B. Matthews, Interim Town Manager
Subject: FY 2023 Budget – Proposed New Position
Date: February 17, 2022
CC: Mayor Kacky Chantry

Background

On February 23, 2022, the Mayor and Town Council will hold a work session concerning the FY 2023 budget. The Mayor and I are proposing the addition of a new full-time position in FY 2023 – Assistant Town Manager/Town Clerk. Attached for your review is a draft job description for the new position.

Justification for New Position

Currently, the Town Manager fulfills three roles in Garrett Park government – Town Manager, Treasurer, and Clerk. Each of these roles has a unique set of tasks associated with it, and the resulting workload can be considerable. The Town Manager can do a passable job at fulfilling each role, but there is not sufficient time to give each area the attention that it deserves.

Due to time constraints, the Town Manager's focus is on the day-to-day tasks that must be done – for example, State/County reports, preparation of meeting minutes, budget preparation and monitoring, and constituent requests. Other important projects are unable to receive the attention that they deserve and have lagged for some time; these projects include digitizing the Town Code and updating the Personnel Manual. There have also been delays in the issuance of Request for Bids/ Proposals.

In some instances, the Town has utilized outside contractors (Debi Sandlin, Michael Silliman, and Ryan Treat) to provide support with specific tasks. While such arrangements provide some level of support for the Mayor and Town Manager, it would be more efficient and effective to have a staff member who can own the project from beginning to end and who has the knowledge and context gained from attending Town Council meetings and working in the office on a daily basis.

Having such a position is not uncommon among small communities in Montgomery County. The attached spreadsheet provides information on the staffing of several nearby jurisdictions.

Duties of New Position

As proposed, the Clerk duties current performed by the Town Manager would shift to the new position. The position would perform traditional Clerk duties such as assembling the agenda packet for Town Council meeting, drafting ordinances and resolutions, ensuring the Town Code is kept up to date, managing Town elections, responding to requests filed under the Maryland Public Information Act, and tracking relevant state and county legislation.

Additionally, the new position would perform high level administrative work, including assisting with procurement matters and performing research on a variety of topics. The position is also envisioned to provide support to and coordinate with Town boards and commissions.

Attached is a spreadsheet that outlines how certain functions are handled under the current staffing structure and how the same duties would be addressed under the proposed staffing structure.

Financial Impact

The starting salary for the position is envisioned to be in the range of \$75,000 - \$85,000. The fully loaded cost of the position, including associated fringe benefits, would be approximately \$100,000 - \$110,000.

As mentioned earlier in this memo, the Town has relied on outside contractors to provide support with specific tasks. Functions performed by these contractors have included drafting of procurement documents, election-related tasks, project management such as the Safe Routes to School sidewalk project, and research.

For approximately the past five years, the Town also utilized the services of Joanne Schmader. Ms. Schmader was initially retained by former Town Manager Gene Swearingen to serve as the Garret Park Town Webmaster. Her contractual duties were later expanded to include routine office purchasing, maintenance of the resident directory for internal use, research, and special projects like the U.S. Census. Ms. Schmader ceased working for the Town at the end of calendar year 2021.

In recent years, the cost of this contractual assistance has varied, but has generally ranged from \$10,000 to \$30,000. While the establishment of the Assistant Town Manager/Town Clerk position may not have avoided all of these costs, many of these tasks could have been performed in-house if there had been more staffing resources. Therefore, the net financial impact of adding the new position would be less than the \$100,000 - \$110,000 noted above.

Additionally, in May 2022, the Town will make its final debt service payment on the Penn Place Building bond. The current FY 2022 budgeted amount is \$62,356.

Other Considerations

Section 78-29 of the Town Charter references the position of Clerk-Treasurer and its job duties. The focus of the position as set forth in the Charter is the position's role as the chief financial officer of the Town. If approved, the new position would assume the duties of the Town Clerk, with the Treasurer duties remaining with the Town Manager. Therefore, consideration should be given to modifying this section of the Charter or, alternatively, this matter could be handled as a delegation of duties from the Town Manager to the Assistant Town Manager.

Currently, Elizabeth Henley's job title is Town Assistant/Town Hall Manager. Should the requested Assistant Town Manager/Town Clerk position be funded in the FY 2023 budget, I recommend that her current job title be modified to avoid confusion. The Town of Chevy Chase has a position entitled Constituent Services Aide. Alternatively, a job title such as Administrative Coordinator would be appropriate and representative of the position's duties.

Conclusion

Given that personnel costs represent an ongoing cost, the addition of any new staff position should be considered carefully and weighed against other budget priorities. It is equally important to consider how

governmental operations evolve over time, including the volume of work and the staffing resources needed to perform them. At this juncture, the Mayor and I believe the time is right to add the position of Assistant Town Manager/Town Clerk to ensure that the Town Office functions in a way that is modern, efficient, and responsive.

Attachments

- Draft Job Description
- Staffing in Nearby Jurisdictions
- Alignment of Duties – Current and Proposed Staffing Structure

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written in this job description.

Assistant Town Manager/Town Clerk

Reports to: Town Manager
Hiring Range: \$75,000 - \$85,000
FLSA Status: Exempt

JOB SUMMARY

An employee in this position is responsible for performing high level professional and administrative work related to the assigned functions of the Town Manager's Office and other areas of Garrett Park government, including research, writing policies, and project administration. Performs duties of Town Clerk. Serves as Acting Town Manager as required.

ESSENTIAL JOB FUNCTIONS

- Attends all regular meetings and work sessions of the Town Council.
- Assists the Town Manager in the preparation of the agenda packet for Town Council meetings, including drafting agenda items and preparing meeting minutes.
- Prepares, attests to, and maintains electronic and hard-copy records of official records of the Town.
- Administers all aspects of Town elections; ensures compliance with all relevant state, county, and municipal laws and regulations.
- Maintains member list for Town boards and commissions; advises Mayor of expiring member terms.
- Provides staff support to various boards, commissions, and committees, and attends meetings of the same as directed.
- Facilitates timely follow-up to requests for services and information from elected officials and the public.
- Researches a variety of topics related to assigned municipal problems; gathers and analyzes information; completes written reports.
- Assists in the Town's procurement processes, including drafting bid specifications, Request for Proposals, contracts, and agreements.
- Assists in researching, developing, analyzing, interpreting, and implementing best practices throughout the organization.
- Manages the Town's website, including posting of information.
- Drafts formal communications for the Town Office mailing list for review by the Town Manager.
- Writes grant proposals as directed by the Town Manager; manages outside agency grants, including compliance with reporting requirements.
- Keeps Town Manager informed of all relevant issues and makes appropriate recommendations.
- Cultivates and maintains positive relationships with other members of the Town staff and the public.
- Works in a constant state of alertness and in a safe manner.
- Maintains confidentiality of the Town Office at all times.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in political science, public or business administration, or closely related field; Master's Degree preferred;
- Two (2) years of relevant work experience, preferably in a local government setting; or
- Equivalent combination of education, training and related experience.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of public administration, with an emphasis on local government organization and administration.
- Knowledge of research methods and techniques.
- Knowledge of the provisions of the Town Charter, Town Code, and policies and procedures.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software.
- Knowledge of organizational, staffing, and operating methods and procedures.
- Ability to analyze and apply problem solving skills.
- Ability to handle a variety of often complex assignments, concurrently and under time constraints.
- Ability to effectively communicate, both verbally and in writing.
- Ability to read, write, perform basic math skills, operate standard office equipment, and to understand verbal and non-verbal instructions.
- Ability to act as a representative of the Town to the public.
- Ability to establish priorities and organize workload effectively and efficiently.
- Ability to operate relevant computer systems and office machines.
- Ability to establish and maintain effective working relationships with other staff, successfully communicate with other staff members and members of the public, and work as a team.
- Ability to maintain a pleasant and productive working atmosphere.

PHYSICAL DEMANDS

The work is primarily sedentary work that requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: fingering, hearing, mental acuity, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Most work is performed in a normal office environment that involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations. There is some exposure to outdoor temperatures or dirt and dust during onsite visits to construction sites.

The Town of Garrett Park, Maryland has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The Town of Garrett Park, Maryland commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination

regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

I have read and understand this job description and acknowledge that I have received a copy of this job description.

Employee Signature

Date

Staffing in Nearby Jurisdictions

Jurisdiction	Position	Formal Pay Structure	Salary Information	Comments
Town of Chevy Chase	Assistant Town Manager	No	Starting Range \$100,000 - \$120,000	
Chevy Chase Village	Director of Municipal Operations	Yes	\$63,502 - \$110,032	Position performs procurement-related functions. Village also has the position of Director of Finance.
Kensington	Assistant to the Town Manager	Yes	\$61,675 - \$95,265	
Kensington	Clerk-Treasurer	Yes	\$83,976 - \$122,703	
Poolesville	Assistant Town Manager	No	Budgeted at \$65,000 - \$70,000	Town Manager indicated that higher salary may be necessary.

Job Task	Current Staffing Structure - Primary Responsible Party	Proposed Staffing Structure - Primary Responsible Party
Town Council meeting agenda packet preparation	Town Manager	Assistant Town Manager/Town Clerk, with review by Town Manager
Town Council meeting minutes	Town Manager	Assistant Town Manager/Town Clerk, with review by Town Manager
Maintenance of Town records, electronic and paper	Town Manager	Assistant Town Manager/Town Clerk
Response to Public Information Act requests	Town Manager	Assistant Town Manager/Town Clerk
Management of Town elections	Town Manager	Assistant Town Manager/Town
Town website management	Previously Joanne Schmader	Assistant Town Manager/Town
Procurement matters, including drafting of bid specifications	Town Manager and various contractors	Town Manager and Assistant Town Manager/Town Clerk
Research	Town Manager and various contractors	Town Manager and Assistant Town Manager/Town Clerk

Town of Garrett Park
FY 2023 Capital, Operating, and ARPA Budgets

Ordinance No. 2022-2
Introduced: March 14, 2022
Adopted: April 11, 2022
Effective Date: July 1, 2022

**AN ORDINANCE TO ADOPT THE CAPITAL, OPERATING, AND ARPA BUDGETS
FOR THE YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

Whereas, the Garrett Park Town Council has reviewed revenues and expenditures proposed by the Mayor and Town Manager for Fiscal Year 2023, which will begin on July 1, 2022 and end June 30, 2023; and,

Whereas, the Town Council has considered the proposed budgets in light of its policy priorities; and,

Whereas, the Town Council recognizes the importance of maintaining budget control while retaining flexibility to meet the needs of the Town.

Now therefore be it resolved, that the Garrett Park Town Council adopts the attached Fiscal Year 2023 Capital, Operating, and ARPA Budgets; and,

Be it further resolved, that the Town Council adopts the budgets at the major category (__.0) level, allowing the Mayor the discretion to move funds among subcategories of any major category of the Operating Budget, provided that the Mayor shall inform the Town Council at least three business days prior to taking such action and explaining the need for doing so, with such changes reflected in the next monthly financial report and discussed at the next Town Council meeting; and,

Be it further resolved, that the Mayor shall have discretion to move up to an aggregate total one-half of the adopted level from the Operating or Capital budget contingency to any category, provided that the Mayor shall inform the Town Council at least three business days prior to taking such action and explaining the need for doing so, with such changes to be reflected in the next monthly financial report and discussed at the next Town Council meeting; and,

Be it further resolved, that expenditures from any restricted reserve for the purposes of that reserve shall be considered to be an automatic increase in the expenses budget for the expenditure line item associated with that reserve and an appropriate increase in the total expenses budget and that income received for any restricted reserve for the purposes of that reserve shall be considered to be an automatic increase in the revenues budget for the revenues line item associated with that reserve and an appropriate increase in the total revenues budget; and

Be it finally resolved, that the FY 2023 Real Property Tax Rate for the Town of Garrett Park shall remain unchanged at \$0.2045 per \$100 of assessed valuation, that the FY 2023 Personal Property Tax Rate shall remain unchanged at \$1.00 per \$100 of valuation, and that the FY 2023 Municipal Refuse Collection Fee shall be increased to \$395 per household.

Attest:

I hereby attest that the above Ordinance was duly adopted by the Town Council on the 11th day of April 2022, by a vote of 4 in favor and 0 in opposition.




Kacky Chantry, Mayor
Town of Garrett Park



Barbara B. Matthews
Interim Town Manager
Town of Garrett Park

Date 04-20-2022

TOWN OF GARRETT PARK PROPOSED FY 2023 BUDGET

REVENUES	FY 2019	FY 2020	FY 2021	FY 2022		
	EOY ACTUAL	EOY ACTUAL	EOY ACTUAL	AMENDED BUDGET	FY 2022 YTD FEB 2022	FY 2023 PROPOSED BUDGET
1.0 - Prior Year Carryover*	192,492	349,436	400,308	480,003	480,003	140,000
<u>Town Receipts</u>						
2.0 - Taxes & Fees	1,038,720	1,104,547	1,142,068	1,061,516	897,091	1,082,176
2.1-- Local Property Taxes	556,252	583,570	594,633	594,698	585,717	596,176
2.1.1 -- Real Property Taxes	538,825	567,051	576,001	584,042	579,466	586,176
2.1.2 -- Personal Property Taxes	15,359	15,085	17,825	9,181	5,768	9,000
2.1.3 -- Penalties & Interest	1,191	1,246	794	907	483	1,000
2.1.4 -- Homestead Tax Credit	877	188	14	568	0	0
2.2 -- Local Income Taxes	467,067	504,906	531,968	450,000	300,113	470,000
2.3 -- Other Local Taxes and Fees	0	0	0	0	0	0
2.4 -- Licenses and Permits	15,401	16,070	15,466	16,818	11,261	16,000
3.0 - Intergovernmental Receipts	99,551	121,287	110,250	123,282	100,326	158,505
3.1 -- From State of Maryland	36,017	34,653	43,130	46,259	25,979	48,509
3.2 -- From Montgomery County	63,534	86,634	67,121	77,023	74,348	109,996
4.0 -- Municipal Refuse Collection	120,699	120,689	120,530	120,780	117,884	142,595
5.0 - Miscellaneous Receipts	185,847	160,961	151,095	121,434	98,690	126,108
5.1 -- Investment Earnings	16,675	8,730	1,859	1,327	673	1,000
5.2 -- Rents and Concessions	159,303	147,570	110,824	115,391	76,132	124,108
5.2.1 -- Town Hall Rents	21,744	16,515	384	10,000	5,206	15,000
5.2.2 -- Penn Place Rents	133,058	126,104	104,994	99,400	64,935	102,518
5.2.3 -- Swimming Pool Association	4,501	4,951	5,446	5,991	5,991	6,590
5.3 -- Restricted Contributions	15,338	7,287	3,780	4,196	4,196	0
5.3.1 -- Archives Donations	9,869	4,662	0	0	0	0
5.3.2 -- Bench Donations	1,765	0	0	0	0	0
5.3.3 -- Tree Donations	769	0	0	0	0	0
5.3.4 -- Gifts to Sanitation Crew	2,935	2,625	3,780	4,196	4,196	0
5.4 -- Other Receipts	4,400	2,037	34,631	520	17,689	1,000
Total Town Receipts:	1,444,817	1,507,484	1,523,943	1,427,012	1,213,991	1,509,384
Carryover + Receipts:	1,637,309	1,856,920	1,924,251	1,907,015	1,693,994	1,649,384
6.0 -- From Reserves	3,796	2,898	40,404	4,196	4,196	0
<u>Financial Assistance</u>						
7.0 -- SRTS Project	482,782	71,954	0	0	0	0
7.1 - SRTS SHA Grant Mod1	350,000	0	0	0	0	0
7.2 - SRTS SHA Grant Mod 2	132,782	71,954	0	0	0	0
Total Revenues:	2,123,887	1,931,772	1,964,655	1,911,211	1,698,190	1,649,384

TOWN OF GARRETT PARK PROPOSED FY 2023 BUDGET

OPERATIONS	FY 2019 ACTUAL EXPENSES	FY 2020 ACTUAL EXPENSES	FY 2021 ACTUAL EXPENSES	FY 2022 AMENDED BUDGET	FY 2022 YTD FEB 2022 EXPENSES	FY 2023 PROPOSED BUDGET
10.0 - Personnel	473,603	549,390	566,070	627,784	404,729	727,534
10.1 -- Salaries	356,364	412,326	418,053	444,715	303,550	523,126
10.2 -- Overtime	10,914	195	1,830	9,727	2,790	10,000
10.3 -- Benefits	78,228	105,231	114,066	138,321	74,954	153,389
10.4 -- Payroll Taxes, Etc.	28,097	31,558	32,121	34,021	23,435	40,019
10.5 -- Training	0	81	0	1,000	0	1,000
11.0 - Town Administration	140,599	126,232	277,782	276,207	119,702	223,003
11.2 -- Gen. Admin. Expenses	37,980	35,383	97,820	126,809	25,523	47,000
11.2.1 -- General Expenses	27,814	20,901	30,231	30,809	13,256	27,000
11.2.2 --Contract Office Assistant	10,166	14,329	67,589	90,000	12,267	20,000
11.2.3 -- Parking Enforcement Officer	0	153	0	0	0	0
11.2.4 -- Web Master	0	0	0	6,000	0	0
11.3 -- Elected and Appointed Officials	7,133	8,045	1,262	9,500	578	9,500
11.4 -- Professional Fees	80,487	48,246	137,383	90,880	71,047	94,400
11.5 -- Insurance	6,586	7,154	8,544	9,012	9,012	9,913
11.6 -- External Organization	3,929	5,329	5,317	5,900	3,852	6,000
11.7 -- IT Operations	4,484	22,076	27,456	34,106	9,690	56,190
12.0 - Town Committees	15,179	34,606	32,462	49,695	15,117	51,744
12.1 -- Arboretum	3,990	6,554	6,180	15,000	5,738	15,000
12.2 -- Archives	10,204	27,294	26,175	33,195	8,895	35,244
12.3 -- Historic Preservation Committee	299	500	0	1,000	484	1,000
12.4 -- Ad Hoc Groups & Sponsorships	686	258	107	500	0	500
13.0 - Infrastructure and Equipment	118,657	125,302	150,520	191,000	97,411	191,850
13.1 -- Penn Place	69,022	73,339	98,214	90,000	53,317	80,200
13.2 -- Town Hall	11,526	9,758	8,333	22,400	15,567	22,400
13.3 -- Maintenance Facility	1,150	848	710	1,000	935	1,000
13.4 -- Community Center	859	959	600	1,600	701	1,000
13.5 -- Trees, Parks & Grounds	26,243	33,354	36,876	65,000	15,544	75,000
13.6 -- Equipment M&R	9,857	6,853	5,532	11,000	11,291	12,000
13.7 -- Stormwater Drainage	0	191	255	0	56	250
14.0 - Town Services	177,486	177,875	172,650	185,367	126,783	227,497
14.1 -- Road Maintenance & Cleaning	54,971	57,264	50,884	60,000	48,012	70,000
14.2 -- Trash Collection	122,515	120,611	121,766	125,367	78,771	157,497
15.0 -- Debt Service, Taxes, Interest	62,880	62,894	100,630	62,356	2,456	0
16.0 - Expenditure of Restricted Funds	3,796	2,898	3,830	4,196	4,196	0
16.1 -- Archives	0	323	0	0	0	0
16.2 -- Benches	861	0	0	0	0	0
16.3 -- Trees	0	0	0	0	0	0
16.4 -- Sanitation Crew Gifts	2,935	2,575	3,830	4,196	4,196	0
17.0 -- Contingency	0	433	0	59,235	0	50,000
Total Operating Expenses:	992,200	1,079,630	1,303,944	1,455,840	770,394	1,471,628
Net Difference from Revenue	648,096	780,188	660,711	453,651	927,796	177,756
Transfers	782,251	451,834	180,708	455,371	455,371	177,756
20.0 -- Total to Capital Fund Accts	776,782	368,620	176,928	451,175	451,175	177,756
20.1 -- Cap Acct Town Funds	294,000	296,666	176,928	451,175	451,175	177,756
20.1.1 -- Town Accts	254,000	296,666	176,928	451,175	451,175	177,756
20.1.2 -- SRTS Town Share	40,000	0	0	0	0	0
20.2 -- Cap Acct Fin Assist	482,782	71,954	0	0	0	0
20.2.1 -- SRTS SHA Grant Mod 1	350,000	0	0	0	0	0
20.2.2 -- SRTS SHA Grant Mod 2	132,782	71,954	0	0	0	0
21.0 - To Operating Reserve	5,469	83,214	3,780	4,196	4,196	0
21.1 -- To Other Reserves	5,469	83,214	3,780	4,196	4,196	0
Total Operating Expenses:	1,774,451	1,531,464	1,484,652	1,911,211	1,225,765	1,649,384
Net Difference (Rev-Ops)	349,436	400,308	480,003	0	472,425	0

TOWN OF GARRETT PARK PROPOSED FY 2023 BUDGET

CAPITAL BUDGET ACCOUNTS	FY 2019 EOY ACTUAL EXPENSES	FY 2020 EOY ACTUAL EXPENSES	FY 2021 EOY ACTUAL EXPENSES	FY 2022 AMENDED BUDGET	FY 2022 YTD FEB 2022 EXPENSES	UNOBLIGATED CAPITAL FUNDS FEB 2022	FY 2023 PROPOSED TRANSFER INCREMENT
CAPITAL ACCOUNT - Town Funds							
25.0 - Equipment	37,998	0	52,179	30,571	(12,789)	43,360	0
26.0 - Streets and Roads	18,952	151,624	46,910	501,522	38,176	463,346	75,000
26.1 - Streets & Curbs	15,761	151,624	13,544	277,548	19,757	257,791	0
26.2 - Sidewalks	3,191	0	3,960	205,380	0	205,380	75,000
26.3 - SRTS Project	0	0	29,406	18,594	18,419	175	0
26.3.1 SRTS Inspector	0	0	29,406	10,594	10,594	0	0
36.3.2 - Reserve	0	0	0	8,000	7,825	175	0
27.0 - Facilities	39,722	11,324	10,168	543,100	69,437	473,663	102,756
27.1 - Penn Place	15,715	11,324	9,393	116,000	46,754	69,246	35,000
27.2 - Town Hall	13,590	0	775	411,260	22,683	388,577	67,756
27.3 - Other Maintenance	10,417	0	0	15,840	0	15,840	0
28.0 - Services	0	0	4,122	363,878	100,816	263,062	0
28.1 - Utilities	0	0	0	108,000	0	108,000	0
28.2 - Storm Drains	0	0	4,122	255,878	100,816	155,062	0
29.0 - Public Spaces	19,148	38,854	60,034	76,608	23,590	53,018	0
29.1 - Parks and Open Spaces	0	0	4,475	25,825	0	25,825	0
29.2 - Arboretum	19,148	38,854	55,559	50,783	23,590	27,193	0
30.0 - Technology	18,346	8,616	3,608	21,985	3,300	18,685	0
30.1 - Website	0	0	0	8,000	3,300	4,700	0
30.2 - IT Equipment	18,346	8,616	3,608	12,985	0	12,985	0
30.3 Telephone Equipment	0	0	0	1,000	0	1,000	0
31.0 - Other	0	0	0	0	0	0	0
32.0 - Capital Planning	44,129	16,527	14,263	112,009	14,431	97,578	0
32.1 - Town Hall	0	0	0	55,000	0	55,000	0
32.2 - Storm Water Management	6,229	4,802	13,933	25,036	2,901	22,135	0
32.3 - Sidewalk Planning	0	0	330	16,598	9,030	7,568	0
32.4 - Arboretum Plan and Tree Inventory	37,900	11,725	0	10,375	2,500	7,875	0
32.5 - Explore Maintenance Facility Options	0	0	0	0	0	0	0
32.6 - Other	0	0	0	5,000	0	5,000	0
33.0 - Contingency	0	0	0	64,392	0	64,392	0
TOTAL CAPITAL ACCOUNT - Town Funds	178,296	226,945	191,285	1,714,065	236,961	1,477,104	177,756
CAPITAL ACCOUNT - Financial Assistance							
34.0 SRTS Grant Project	6,890	383,344	558,090	0	0	0	0
34.1 Initial SRTS Grant (prior year)	6,890	383,344	3,354	0	0	0	0
34.2 SRTS SHA Grant Mod 1	0	0	350,000	0	0	0	0
34.3 SRTS SHA Grant Mod 2	0	0	204,736	0	0	0	0
TOTAL CAPITAL BUDGET - Combined Accounts	185,186	610,289	749,375	1,714,065	236,961	1,477,104	177,756

TOWN OF GARRETT PARK PROPOSED FY 2023 BUDGET

	FY 2022 BUDGET	FY 2022 YTD FEB 2022	FY 2023 PROPOSED BUDGET
ARPA FUND - REVENUES			
1.0 - Prior Year Carryover		\$0	\$516,768
<u>3.0 - Intergovernmental Receipts</u>			
3.1 -- Tranche From State of Maryland	\$516,768	\$516,768	\$516,768
Total Receipts	\$516,768	\$516,768	\$516,768
Total Receipts & Carryover	\$516,768	\$516,768	\$1,033,536

ARPA FUND - OPERATIONS BUDGET			
10.0 - Personnel			
11.0 - Town Administration	\$30,000	\$0	\$0
12.0 - Town Committees			
13.0 - Infrastructure and Equipment			
14.0 - Town Services			
17.0 - Contingency			
Total Operations Budget			\$0
<i>Net Difference from Revenue</i>			<i>\$1,033,536</i>
<u>Transfers</u>			
20.0 --Cap Budget ARPA Funds		\$0	\$0
Total Operations Budget		\$0	\$0
<i>Net Difference from Revenue</i>			<i>\$1,033,536</i>

ARPA FUND CAPITAL BUDGET			
25.0 - Equipment			
26.0 - Streets and Roads			
27.0 - Facilities			
28.0 - Services			
29.0 - Public Spaces			
30.0 - Technology			
31.0 - Other			
32.0 - Capital Planning			
33.0 - Contingency			
Total Capital Budget		\$0	\$0